

## IN THE FIFTH JUDICIAL DISTRICT OF IOWA

IN RE: THE CONVERSION OF PAPER  
FILES TO ELECTRONIC DOCUMENTS  
IN POLK COUNTY, CIVIL CASES

ADMINISTRATIVE ORDER 2013 - 81

FILED  
POLK COUNTY, IA  
13 FEB 01 AM 9:28  
CLERK DISTRICT COURT

**WHEREAS** Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file of any case not subject to the Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to a limited number of certain pending Polk County Civil case files (i.e., Civil Equity, Civil Law) that exist at the time the Court implements EDMS in the Civil Division on February 19, 2013. Accordingly:

**NOW, THEREFORE, IT IS HEREBY ORDERED that:**

1. The Polk County Clerk of Court and his designees shall work with the Chief Judge, DCA and Assistant DCA II to identify specific cases and documents that are to be scanned in for Civil cases. Upon implementation of electronic filing in the Civil Division of the Polk County Courts, the security level of these electronic records shall be as identified by the EDMS Business Advisory Committee.
2. The Polk County Clerk of Court or his designees shall send the Notice Regarding Electronic Filing to the attorneys and parties appearing pro se as appropriate for such Civil cases.
3. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.
4. After being notified of commencement of the electronic filing in the Polk County Civil Division, attorneys, parties appearing pro se, and all others shall file all future filings on that case electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court.

DATED this 1<sup>st</sup> day of January, 2013

  
ARTHUR E. GAMBLE, CHIEF JUDGE  
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Randy Osborn, Polk County Clerk of Court  
Cindy Johnson, Deputy Polk County Clerk of Court  
Annette Lemker, Polk County Clerk of Court's Office, Civil Division Supervisor  
Joshua Miller, Polk County Clerk's Office, Training/Compliance Coordinator  
Elizabeth Baldwin, District Court Administrator  
Anne Sheeley, Asst. District Court Administrator  
All Polk County District Court Judges  
All Polk County District Court Court Attendants and Judicial Assistants  
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers  
Marsha Fox, ICIS Staff  
Brian Glass, ICIS Staff  
Diana Swanson, ICIS Staff  
Nicole Clarke, ICIS Trainer